

## ***CITY OF GREENVILLE, SOUTH CAROLINA***

***Job Description #1303***

***June 2006***

<b><i>Job Title:</i></b>	<b><i>Comm. Development Inspector</i></b>
<b><i>Department - Division:</i></b>	Economic Development – Community Dvlp
<b><i>Status:</i></b>	Non-Exempt
<b><i>Immediate Supervisor:</i></b>	C. D. Project Manager

### ***BRIEF DESCRIPTION OF THE JOB:***

Responsible for quality control monitoring, daily inspections, and design and drafting of community development construction specifications for managing contracts and for maintaining required records and preparing various documents and reports.

### ***ESSENTIAL FUNCTIONS:***

Performs quality control monitoring and conducts inspections by inspecting on-going projects on a daily basis; discussing projects with contractor; reporting problems encountered to supervisor on timely basis. Determines design needs and construction specs for projects by preparing construction drawings for community developments; coordinating with lead agency and building codes for details; submitting for approval; providing bid package for lead agency. Prepares job cost estimates on projects by conducting detailed cost estimates for community development jobs; evaluating each task and its cost and preparing write up packages; submitting for approval; evaluating bids for project, making recommendation for award. Responsible for managing contracts to include specs, requests for proposals, analyzing bids, negotiating changes in work by reviewing bids that were returned and negotiating the changes in work. Conducts quality measurements for payments request by inspecting on-going jobs to see the progress made; requesting for payment when done.

### ***PHYSICAL DEMANDS:***

#### ***Overall Strength Demands:***

Medium demands include standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, balancing, vision, hearing, talking, and foot controls.

#### ***Machines, Tools, Equipment and Work Aids:***

Equipment includes computer and related software, calculator, measuring tape, vehicle, electrical tools, electric detection devices, and hand tools.

#### ***Environmental Conditions:***

Daily dirt, dust, noise, vibration, fumes, odors, wetness, humidity, darkness, and poor lighting. Occasional extreme temperatures.

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#### ***Health & Safety:***

Frequent electrical hazards. Occasional mechanical and fire hazards. Rare chemical, explosives, communicable diseases, and physical danger or abuse.

***Primary Work Location(s):*** Office Environment and outdoors.

#### ***Protective Equipment Required:***

Equipment required includes steel-toed shoes, hard hat, safety goggles, and gloves.

#### ***NON-PHYSICAL DEMANDS:***

Frequent Change of Tasks  
Performing Multiple Tasks Simultaneously  
Tedious or Exacting Work  
Noisy/Distracting Environment  
Working Closely with Others as Part of a Team

#### ***JOB REQUIREMENTS:***

##### ***Formal Education:***

An Associate=s degree or equivalent is necessary.

##### ***Experience:***

Over two years of experience in construction or engineering is necessary.

##### ***Certification and Other Requirements:***

Must be licensed as a rehab inspector and be a certified Building Inspector. A valid SC drivers license is necessary.

##### ***Reading:***

Must be able to read and interpret specs and codes.

##### ***Math:***

Must be able to perform basic mathematical operations to calculate percentage of work complete for contractor payment.

##### ***Writing:***

Must be able to write specs and technical letters pertaining to code and specs.

##### ***Managerial/Planning:***

Plan and manage subcontractors in projects.

#### ***Job Requirements Contd.:***

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### **Reasoning:**

Work requires analysis and judgement in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and procedures.

### **Interpersonal Skills:**

Daily interaction with homeowners and contractors.

### **Contacts Within the Organization:**

Contact with Engineering, Building & Zoning, and Parks & Grounds Departments.

### **Contacts Outside the Organization:**

Contact with Greenville Housing Authority, Housing Futures, SHARE, neighborhood organizations, urban league housing, Adopt-A-House, and other community housing development organizations.

### **Contacts with Vendors/Suppliers & General Public:**

Contact with contractors for advice and citizens when doing rehab write-ups as well as with vendors and manufacturers to obtain material/installation specifications.

### **Budgetary Responsibility:**

Prepares documents and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

### **DECISION MAKING:**

Make periodic and final inspections of jobs. Determine frequency and amount of draw based on job completion status.

### **FREQUENCY AND FREEDOM TO ACT:**

Regular Freedom: Non-standardized and varied work requires that expected results are produced at certain deadlines by following general procedures.